

# **BYLAWS OF THE OZARK REGION YOUTH COUNCIL**

## **MISSION STATEMENT**

The Ozark Region Youth Council exists to broaden local participation in the design and delivery of WIA Youth Services and to ensure that youth employment and training services are available, accessible and responsive to eligible youth.

## **ROLE AND RESPONSIBILITIES OF THE OZARK REGION YOUTH COUNCIL**

Ozark Region Youth Council, hereinafter referred to as Youth Council, shall be organized to operate as a formal subcommittee of the Ozark Region Workforce Investment Board, hereinafter referred to as the "WIB". The Youth Council will be responsible for developing the portions of the local plan relating to eligible youth, for recommending eligible providers of youth activities, for receiving and administering grants or contracts awarded on a competitive basis by the WIB to carry out the youth activities, for conducting oversight with respect to the eligible providers of youth activities, for coordinating youth activities authorized under section 129 in the local area, and for completing other duties determined to be appropriate by the chairperson of the local WIB.

## **ARTICLE I IDENTITY**

These are the bylaws of the Youth Council of the Ozark Region WIB. The Youth Council is a mandated subcommittee formed under the Workforce Investment Act of 1998, P. L. 105-220 ("WIA") serving the Ozark Region, including the counties of Christian, Dallas, Greene, Polk, Stone, Taney, and Webster.

## **ARTICLE II PRINCIPAL OFFICE**

The principal office of the Youth Council shall be located in the Missouri Career Center, 1514 S. Glenstone, Springfield, MO, 65804. Other locations may be established as necessary to carry out the youth council role and responsibilities.

## **ARTICLE III MEMBERS**

*SECTION 1. GENERAL MEMBERSHIP* - The membership shall consist of members of the local WIB with youth experience and interest, representatives of youth service agencies, including juvenile justice and law enforcement, representatives of local public housing agencies, parents, individual youth, former WIA youth participants, representatives of youth serving organizations, Job Corps representatives, and other individuals as appropriate.

*SECTION 2. NUMBER* - The number of members shall not exceed thirty (30) voting members and two (2) non-voting members, and not be fewer than twelve (12), or as may be designated by a resolution of a majority of the entire voting membership of the Youth Council and adopted as an amendment to the Bylaws.

*SECTION 3. NOMINATION* - The acceptance of a nomination of a new member shall be dependent upon the requirements outlined in Article III, Section 2 and shall be reviewed for approval by the Youth Council and contingent upon final approval by the WIB. Nomination may be made informally and may be self-requested by interested individuals. All members serving on the Youth Council shall receive an appointment letter from the Chief Elected Official.

*SECTION 4. TENURE* - Youth Council members shall have a minimum tenure of at least one-year. Additionally, membership shall be open-ended and thus not limited by a specific maximum length of tenure.

*SECTION 5 REMOVAL* – Youth Council members may be removed at their request or by the procedure outlined in Article IV, Section 3. To ensure continuity, Youth Council members may be recommended for removal from the Youth Council on the occasion of the third missed meeting in a row. The Youth Council will consider cases of special circumstance.

*SECTION 6. SPECIAL MEETINGS* - Special meetings of the Youth Council may be called by the WIB, one (1) of two (2) Youth Council chairpersons, or one-quarter (1/4) of the membership. The chairpersons shall give notice of a special meeting at least three (3) days prior to the meeting (by telephone or U.S. mail) of the date, time, place, and purpose of such special meeting of the Youth Council.

*SECTION 7. MANNER OF ACTING* - Those members present at a regularly scheduled meeting of the Youth Council shall constitute a quorum for the transaction of business of the Youth Council. The act of a majority of the voting members present at any meeting at which there is a quorum shall be the act of the Youth Council, except as may be otherwise specifically provided by law or by these Bylaws. The Youth Council chairperson (or stand-in officer) shall only cast a vote in deciding a tie vote of the quorum. Youth Council members must be present at a meeting to vote. Non-present members may only vote in absentia in instances of officer elections or member removal; there will be no other proxy voting.

*SECTION 8. COMPENSATION AND EXPENSES* - Members shall not receive any salaries for their services as such, but each member shall be entitled to receive from Youth Council reimbursement for all reasonable and necessary expenses incurred by them in the conduction of the Youth Council business. Nothing herein contained shall be construed to preclude any member from serving the Youth Council in any other capacity and receiving compensation therefore as approved by the WIB.

## **ARTICLE IV OFFICERS**

*SECTION 1. OFFICERS* - Youth Council officers shall consist of a Chairperson, Vice-Chairperson, a Treasurer and a Secretary. An officer's term shall be limited to two (2) years and open elections for each position shall be held, as there are openings. Officers shall be elected by a majority of the voting membership. The term of the current Vice-Chairperson will expire in one year, so as to stagger the elections and terms of Chairperson and Vice-Chairperson.

*SECTION 2. ELECTION AND TERM OF OFFICE* - The officers of the Youth Council shall be elected by the Youth Council at the regular meeting in February and as vacancies occur. The officers shall assume their duties on April 01 following the election unless an emergency fill-in is necessary. New offices may be created or filled at any meeting of the Youth Council. Each officer shall hold office until a successor has been duly elected or until death, resignation or removal in the manner provided herein.

*SECTION 3. REMOVAL* - Any member or officer elected or appointed by the Youth Council may be removed by a two-thirds (2/3) majority vote of voting members of the Youth Council whenever in its judgment the best interests of the Youth Council would be served thereby. Prior notice of such action shall be given to all members with not less than five days written notice.

*SECTION 4. CHAIRPERSON* - The Chairperson shall be the principal volunteer officer of the Youth Council. Subject to the direction of the Youth Council, they shall be in charge of the business and affairs of the Youth Council; they shall see that the resolutions and directives of the Youth Council are carried into effect except in those instances in which that responsibility is assigned to some other person by the Youth Council; and, in general, they shall discharge all other duties as may be prescribed by the Youth Council. They shall preside at all meetings of the Youth Council.

*SECTION 5. VICE-CHAIRPERSON* - The Vice-Chairperson shall conduct the duties of the Chairperson in the Chairperson's absence.

*SECTION 6. TREASURER* - The Treasurer shall be the financial officer of the council, and shall oversee the principal accounting and financial transactions of the Youth Council. The Treasurer shall perform the entire duties incident to the office of Treasurer and such other duties from time-to-time as may be assigned by the Chair or Vice Chair of the Youth Council.

*SECTION 7. SECRETARY* - The Secretary shall oversee the recording and distribution of the minutes of the meetings of the Youth Council; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; keep a register of the post office address of each member of the Youth Council, which shall be furnished to the secretary by each member; and perform all duties incident to the office of Secretary and such

other duties as from time to time may be assigned by the Youth Council. The Secretary shall coordinate these duties with, or delegate such duties to the WIB Staff Executive Secretary.

## **ARTICLE V**

### **COMMITTEES**

The Youth Council may, by passing a resolution, establish one or more standing and/or special committees as necessary for the conduct of the business of the Youth Council.

## **ARTICLE VI**

### **BOOKS AND RECORDS**

The Youth Council shall keep correct and complete books and records of account and shall also keep minutes of its proceedings and committees having any of the authority of the Youth Council, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote. Any person may inspect all books and records of the Youth Council for any proper purpose at any reasonable time. The books of the Youth Council shall be reviewed by the WIB every year beginning with the fiscal year and may be reviewed more often at the discretion of the WIB.

## **ARTICLE VII**

### **FISCAL YEAR**

The fiscal year of the Youth Council shall be fixed by resolution of the WIB, but shall normally be aligned and identical to the WIA Youth Services "Program Year"

## **ARTICLE VIII**

### **AMENDMENTS**

The Youth Council may alter, amend, or repeal the bylaws or adopt new bylaws by a two-thirds majority vote of eligible voting members constituting a quorum. Such action may be taken at a regular or special meeting for which five (5) days written notice of the purpose shall be given. The bylaws may contain any provisions for the regulation and management of the affairs of the Youth Council not inconsistent with law.